

April 2, 2014

Dear Design Professionals,

In an effort to provide better applicant/reviewer coordination, environmental stewardship and decreased applicant costs, Site Plan Review will move to a digital format. Instead of the 15 paper copies of your proposed project as currently required, we will require **only 2 paper copies of the site plan and a digital of the site plan and all associated documents (PDF)**. It will be important to remember that while this should greatly improve our review, it will be imperative that the digital format contains files that are easily organized for quick reviewer access. With this change to digital there are some additional changes which are important to note as they will affect the timing of your submittal and our review. All new submittals must be submitted via CD/DVD at this time due to security concerns along with the paper copies of the plan and the review fee. Resubmittals may be sent in via email or the City of Norfolk FTP site as long as all documents are submitted for review to the Site Plan Coordinator.

Additionally, in an effort to reduce reviewer comments, we will establish a submittal deadline for **new plan submittals**. This deadline will provide us an opportunity to **review an application for completeness** prior to forwarding the project to reviewers. If an application is deemed incomplete we will notify the applicant, detailing the reasons for incompleteness and the applicant will have until the next deadline to provide the requested information. If and when the application is deemed complete, you will be provided an information sheet which details your assigned site plan tracking number and an estimation of when you can expect comments.

Starting May 2nd, the application submittal deadline for new Site Plan Review applications will be **Fridays at 12:00 noon**. If your application is submitted after that time, it will be reviewed the following Friday unless determined otherwise by staff. Please make sure to read through the submittal requirements detailed in Chapter 26 of the Zoning Ordinance, as these submittal requirements will be the basis for determining application completeness. **Should your application be deemed incomplete, you will have one week to resubmit or your submittal will be discarded.** Refunds (not including the five dollar technology fee) will only be provided at the applicants request and once an application is deemed complete refunds will no longer be issued. All resubmittals will continue to be handled on a first come first serve basis.

Sincerely,



Ashton Jones, AICP
Planner II, Land Use Services